

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
MAY 11, 2020**

BOARD MEMBERS IN ATTENDANCE VIA CONFERENCE CALL

Lee Bradley, Anna Eddy, Laurel Goodgion, Judy Igielski (signed off at 7:57 PM), Lisa Jones, Pauline Kruk, Iris Larsson, Maureen O'Connor Lyons, LeeAnn Manke, Neil Ryan, Christine Shooshan, Diane Stamm

BOARD MEMBERS ABSENT

Pam Raynock

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

FRIENDS ABSENT

Kim Radda

TOWN COUNCIL LIAISONS

David Nagel
Chris Miner

RECEIVED FOR RECORD
IN NEWINGTON, CT
2020 JUN -2 PM 3:44
Diane O. Stamm
Town Clerk

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:01 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. TOWN COUNCIL LIAISON

David Nagel reported that there are no changes to the Library's budget, a small discussion about Sundays, and nothing that would affect the budget as far as CIP matters. A public hearing was held and the budget at the moment is exactly the same as what the Town Manager has proposed. Mayor DelBuono did have some changes at the public hearing. Diane asked if Sunday hours are under consideration, and David responded yes. Chris Miner stated that David's report said it all. LeeAnn asked about CIP and David responded that the CIP budget includes the carpeting of the children's area and that was left intact.

IV. SECRETARY'S REPORT/COMMUNICATIONS

Iris stated she had no report.

V. APPROVAL OF MINUTES

Laurel commented that on page four under Discussion of Chapter 1 of ACLB Trustees Manual, it should be that there are two different ways a Board member can be selected: Town Council appointment, or

self perpetuating selection by the Library Board corporation. **MOTION: Judy Igielski made a motion to accept the minutes of April 13, 2020 as amended, Laurel Goodgion seconded the motion, all were in favor, and the motion was unanimously approved with a 12-0 vote.**

VI. REVIEW OF ANNUAL ACTIVITIES CALENDAR AND COMMITTEE ASSIGNMENTS

Diane reported that at this time in May the Activities Calendar would normally be discussing the 5K t-shirts and getting ready for race, but that has been postponed until October. The May calendar also includes nominations; Maureen has emailed the Board with nominations and committee assignments information.

VII. TREASURER'S REPORT

LeeAnn emailed the following report to the Board:

LRWL Treasurer Report
April 30, 2020

ACCOUNT STATUS

Money Market in Investment Kingston (Unrestricted Funds)

Opening/Beginning Balance (3/31/2020)	\$106,938.21	
Interest Earned	<u>3.17</u>	
Ending Balance (4/30/2020)		<u>\$106,941.38</u>

Santander Money Market (Restricted Funds)

Beginning Balance (3/31/2020)	\$ 7,549.69	
Income:		
Interest Earned	<u>0.62</u>	
Ending Balance (4/30/2020)		<u>\$ 7,550.31</u>

Santander Checking (Unrestricted Funds)

Beginning Balance (3/31/2020)	\$21,356.86	
Income:	<u>\$.00</u>	
	\$21,356.86	
Expenses:		
General Expenses	(\$ 300.00)	
Gifts to the Library: Subscriptions	<u>(96.59)</u>	
	(\$ 396.59)	
Ending Balance (4/30/2020)		<u>\$20,960.27</u>

Santander Update as of 5/8/2020:

Unrestricted Checking Balance is \$21,041.30, which includes receipt of 5K trustee sponsorship and expense of Sprint subscription. All reimbursements from restricted funds have been made to unrestricted checking account. To date, we have received \$9,700.00 in 2020 5K race sponsorships.

For Consideration:

The 2019 5K Race Sponsorships were promoted for funding Children's Room Improvements.

Net Profits Apportioned to All Sponsors	\$ 7,524.37
Additional Sequin Lodge Donation	<u>500.00</u>
Total Possible Amount for Board Determination	
To be Attributed to Children's Room Improvements	<u>\$ 8,024.37</u>

NOTE: A purchase order has been issue for shelving in this area in the amount of \$5,561.65. Other improvements are under consideration but not Purchase Order issued to date.

Insurance Update:

Thomas Fahy Insurance is reviewing all of LRWL Inc. policies for sufficient/redundant coverage. We have resubmitted an application and received approval for board trustee specific Management Liability insurance (Director & Officer liability coverage as well as

Employment Practices Liability insurance) which will supplement Town provided coverage. Somehow in the current unusual business conditions, our original application has gone missing. The agent is reprocessing and we are still awaiting invoice in the amount \$633.00. Further action may be required if other coverages need supplementing after review is completed. We are also investigating bringing all of LRWL Inc. policies under one umbrella of a single agency for ease of maintaining coverages as well as avoiding potential redundancies and/or insufficiencies going forward.

Restricted/Unrestricted Funds (April 30, 2020):

	<u>Restricted</u>	<u>Unrestricted</u>	
Investacorp Investment Fund	\$487,272.45	\$140,517.92	
Investacorp Money Market	0.00	\$106,941.38	
Total Investacorp	\$487,272.45	\$247,459.30	
 Santander Money Market	\$ 7,550.31	0.00	
Santander Checking	0.00	\$ 20,960.27	
 Totals	<u>\$494,822.76</u> (64.83%)	<u>\$268,419.57</u> (35.17%)	<u>\$763,242.33</u>

Respectfully Submitted,
LeeAnn W. Manke
LRWL Treasurer

LeeAnn reported on the Directors and Officers coverage; due to the virus, signatures on the documents have been back and forth, but coverage has now taken place. The balance as of last Friday is now \$20,408.30 which reflects the payment of the \$633 premium for this coverage. Her report shows the restricted and unrestricted funds as of April 30th, however the market has improved as of March 31st.

VIII. LIBRARY DIRECTOR'S REPORT

Lisa reported that comparison to last year's circulation numbers are dismal, however digital has increased tremendously: 65% in digital audio, 130% streaming movies, 40% Ebooks usage. She commented that it is nice to see people using these services. Since beginning registration for temporary library cards, people who haven't used the library before are now using it, and 66 people have registered for cards. Staff is averaging 35-40 phone calls per day helping patrons, especially those who don't have access to computers to download materials. Lisa attended a Zoom meeting with the library directors of Rocky Hill, Wethersfield, and Berlin to touch base and discuss beginning curb side service again. They are thinking around June 1st, but will first confirm with the area health director about these plans. The curb side service that was done before the library closed down will be modified with a patron requesting materials one day but won't be ready until the next day. Additionally, adults can request five materials, and children 10 materials. Pickup will also have designated times, with probably modified hours because at this time the library closes at 5:00 PM and some people work until that time. Karen, Lynn, and Sue are reviewing all of these plans to see what will work the best; Lisa will email the Board when plans are finalized. Diane asked about following CDC and health department guidelines, and Lisa responded that yes guidelines are being followed such as items sit for three days before they are even touched. They are also looking at ways to hand items to people with a touchless delivery system; everything will be bagged. Plexiglass has been ordered for all public service desks and supplies are being ordered for staff for when the building does open. It will definitely not be the same kind of service that the library has offered in the past, such as people can't come into the library and stay for a while, and the library will have to be mindful of the numbers for everyone's safety. With regard to the budget, Lisa commented that they did do an exercise if 30% of the staff has to be decreased; she hopes this number has to come to pass because if it did the library would be completely different with a staff of 41 decreasing to 17 or 18. Hours would change, and services would be diminished.

Maureen reported that Berlin staff has been going back to work on a staggered basis, and are trying to open their book drop safely. Lisa stated that the book drop bins sit in the community room before staff even touches them

to put them back on the shelves. Laurel commented that she is pleased to see Lisa meeting with other library directors and how wonderful it would be if curb service could begin again. Neil questioned if the Town Manager asked all departments to come up with plans for a 30% decrease and Lisa responded yes. Departments are hoping that this will not have to take place.

Diane commended Lisa and staff for all that they are doing to roll with the changes and how to serve the community. Lisa responded that the staff has been really wonderful and thinking outside the box, coming up with different ideas, and working really well together as a team.

IX. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that within the last month full length concerts, and music documentaries, along with pop culture movie favorites have been added to the collection with seven day passes. The library is just trying to offer as much as is possible online to reach people. Michelle Royer and Karen did a promotional video with the Newington Chamber to let people know what the library is doing even though the building is closed. Staff is also working on arranging virtual programming. Michelle Royer and the children's department are all looking at what can be done virtually and working hard on things to be set in place for June, and even July and August. Programming can be offered through Zoom, the library's YouTube channel, and Facebook Live. Staff is doing a lot behind the scenes to help patrons have all of these resources. Staff is also doing staff development and training, and are collaborating with NCTV in terms of virtual programming. NCTV will have library programming on a Thursday evening or Wednesday morning for children with story time or adult programming. Michelle Royer has been collaborating with Parks and Recreation, the Senior and Disabled Center, and Human Services to come up with a schedule of what each department is doing. Karen reiterated Lisa's statement that the staff has been working really well together and a lot of good work is being done.

Laurel stated that she is amazed with all that the staff and library is doing. She asked if a weekly email could be sent to all library registrants, along with the Town Council and Town Manager, explaining everything that is going on and services that are being offered. She also thanked Lisa and staff for all that they are accomplishing.

X. FRIENDS OF THE LIBRARY

Diane reported that Kim Radda sent her an email explaining that the Friends did not hold their monthly meeting because they don't have Zoom. They are trying to reschedule a meeting to discuss what will take place for their annual meeting which is usually held in June. The Friends will update Diane and the Board as soon as information becomes available.

XI. COMMITTEE REPORTS

A. Budget

1. Library's Alternate Operating Budget 2020-2021

Maureen reiterated Dave Nagel's and Lisa's report on the budget. As Dave stated, things are status quo, but there is the difficult subject of possible cuts. She thanked Lisa, Karen, and staff for all the decisions that they have had to make on a daily basis, along with what will need to be done should a 30% decrease take place. She stated that as far as she can tell, nobody in the area is doing as much as the Newington Library is doing to help their patrons in whatever way possible.

B. PEP Committee

1. Proposed Changes to the Library's Art Exhibit Policy

Laurel emailed the Board a copy of the Art Exhibit Policy which is a revision of the existing policy. Lisa and Laurel worked on this a lot; additionally Laurel emailed four forms that always accompany the policy. Anna asked what the driving force was behind revising this policy. Lisa explained that it actually is a combination of two different things into one policy to have all information in one document. It was necessary to make some revisions as it hadn't been looked at in awhile. Exhibitors have asked for some things that weren't addressed in the old policy. There have been a few problems with exhibitors using every piece of furniture to exhibit so that had to be addressed. Laurel commented that they tried to arrange the points in chronological order as the exhibitor would deal with them. Diane noted that in Section 11 under sales it says "tin" and it should be "in." The Board will review this policy and vote on it at the June Board meeting.

Lisa commented that Chapters 2 and 3 of the ACLB Trustees Manual, along with the summary of space needs assessment, was sent in the mail to the Board members.

2. Discussion of Chapter 2 of ACLB Trustees Manual and Distribution of Chapter 3

Laurel discussed Chapter 3 of the ACLB Trustees Manual which deals with the legal responsibilities of the board; she stated that we do very well with what ACLB recommends with an ethics policy, the library director reports to the Town Manager, and there is a relationship between the library director and the library board. Important points in the ACLB Trustees Manual include if there are complaints made to the staff or to the board they are referred to the library director for her response; library board meetings are open to the public; the library does not share library borrower information; this library board is compliant with FOI compliance – people are very surprised that private information cannot be shared with the public and she is glad that this is included in the manual.

Anna stated that in Chapters 2 and 3 there is a list of ByLaws bullet items and asked Laurel if she has been able to compare those with the library's ByLaws. Laurel stated that she is planning on doing that because the ByLaws haven't been reviewed in five years and the PEP Committee will look at that again. She stated that all policies should be reviewed on a rotating basis.

C. Investment Committee

Neil emailed the following report:

REPORTING PERIOD	<u>01/31/20</u>	<u>02/29/20</u>	<u>03/31/20</u>	<u>04/30/20</u>	<u>Year-to -Date</u>
Beginning of Period					
Balance	\$ 670,201.09	\$ 668,741.61	\$ 645,010.14	\$ 594,251.43	\$ 670,201.09
Additions and Withdrawals	\$ -	\$ -	\$ -	\$ -	\$ -
Income	\$ 63.18	\$ 492.67	\$ 1,702.22	\$ 555.32	\$ 2,813.39
Taxes, Fees Expenses	\$ (1,353.92)	\$ -	\$ -	\$ 1,215.31)	\$ (2,569.23)
Change in Value	<u>\$ (168.74)</u>	<u>\$ (24,224.14)</u>	<u>\$ (52,460.93)</u>	<u>\$ 34,198.93</u>	<u>\$ (42,654.88)</u>
End of Period Totals	\$ 668,741.61	\$ 645,010.14	\$ 594,251.43	\$ 627,790.37	\$ 627,790.37

Neil reported that April was a good month for our accounts/fund, and although down for year, along with having a bad March, things are up in April, with May off to a pretty good start. LeeAnn talked to

Dean a couple of times and stated that he is definitely monitored things. She can't say enough about having somebody watch our backs for us like he is.

D. House Committee

Laurel stated that she will ask Lisa to give this report. Lisa reported that Dave Brown is working on the walk-through list with doing paint touchups, and replacing ceiling tiles. She is waiting for a quote on reupholstering the bench seat; material has already been chosen. The delivery for the new shelving should be next week on May 21st. Town Facilities was in today and they took out the bench seating that will not be used anymore so that needs to be painted. The remaining bench seat will get reupholstered. LeeAnn asked about an invoice for the shelving and Lisa will have Lynn email that to her.

Anna asked about the roof repair. Lisa responded that the roof was replaced in the back of the building by the side that faces Hartt Street. There are other problems with the roof over the staff entrances, and shingles are falling in front of the building where people walk up the ramp, along with a couple of leaks that they've never had before. The Town Manager is aware of all of this and is looking into the cost of repairs.

E. Facility and Site

Maureen reported that Lisa sent everybody the updated space needs assessment which bounces off of the 2016 report. This report is very complete and it covers everything that we need, but unfortunately we can't do anything about it right now. As Lisa just reported, roof repair obviously needs to be done and the leaks need to be attended to, along with the tiles falling. These are things that are going to need to be fixed and not continue to have bandaids. We want everything in place if or when we are allowed to expand. She stated that the heartening thing is that worked has not stopped across the state – Southington has been approved for an addition by the town and received a \$1 Million grant from the state. These things are still happening although not as quickly as people would like it to so hopefully we will be next in line at some point. Some other libraries are getting things done so we have everything in place and the obvious next step to get the go ahead and hire an architect.

1. Construction Fence Update

The construction fence presently blocks off part of the building entrance down by Cedar Street so the sidewalk is not accessible. Diane stated there is signage indicating the sidewalk is closed. There is no sidewalk access between the library and the town hall from Cedar Street to Garfield Street so people are cutting through the garden or the back lawns to get to the park. Hopefully this will be a short term issue and the sidewalk will reopen, but no timeline has been referenced.

F. Fund Development/Legacy Society

Anna stated she had no report.

G. Nominations

Maureen sent email to the Board with the nomination form and the director's list. She asked the Board members to please complete the form and send it back to her. At each annual meeting a new slate of officers is elected along with the announcement of the board of directors. The list indicates what members have terms that are expiring; she asked that if a Board member would like to continue on the Board to please let her know, along with requests for committee assignments. Additionally, if a Board

member would like to chair a committee please make that known to her. Decisions will be made over the summer. A reminder – elected officers must be corporate members.

H. Communications

Iris reported she has not done an awful lot, but she would still like to see some kind of communication explaining all the things that the library has been doing because it is great public relations. She suggested something on NCTV with maybe a couple of patron interviews, comments from Lisa and Diane, something about the Friends, anything that will let people know the library is still open for business even though the building is closed. Diane asked if Iris has called any meetings with her committee to go over these ideas; Iris responded that she will. Maureen commented that Laurel's idea of sending an email to all patrons is a great idea, along with sending a letter to the editor with this information. Iris commented that she will have members of her committee get something into the media.

XII. OLD BUSINESS

1. Open Board Positions

Diane commented that there is still a Republican Town Committee position open, and asked the Board if they had any names or thoughts to please let her know. Anna stated that she did send a follow up email to the Greater Hartford Leadership representative asking about suggested names from their database.

2. Town of Newington 150th Anniversary

LeeAnn stated that she has not heard anything. James Krupienski indicated that Eileen Francolino, who is the chairperson of the 150th Anniversary Committee, did not hold a meeting this month.

3. Hanel Events for 2020

Diane stated that at this time everything has been suspended. Anna reported that during the past month she has reached out to Wanda Houston who is scheduled to perform in October, and Larry Gareau who is scheduled to perform in December. They both have these events scheduled in their calendars and will wait to see what will be happening closer to those dates. At this time there is no speaker scheduled for September's Annual Meeting.

XIII. NEW BUSINESS

1. Library Road Race – NEW DATE – Sunday, October 4, 2020

Diane stated that the 5K Race was scheduled for this weekend, but has been rescheduled to Sunday, October 4th. Letters were sent to those who have registered, and the sponsors. Lisa heard from some sponsors who said thank you for letting them know, and no one has asked for a refund.

Maureen asked about the money that Trustees send in for the Race; LeeAnn responded to please just send the check to the library as she does pick up every couple of weeks. LeeAnn reported that Theresa Reynolds, who has chaired the Waterfall Festival for the last few years, has left her position as chairperson and will be moving. A Newington Chamber staff member is willing to take on the position of chairperson of the Waterfall Festival.

XIV. PUBLIC PARTICIPATION

There was no Public Participation.

XV. ADJOURNMENT

MOTION: Anna Eddy made a motion to adjourn, Christine Shooshan seconded the motion, all were in favor, and the motion passed unanimously with an 11-0 vote at 8:13 PM.

The next Board of Trustees meeting is scheduled for Monday, June 8, 2020 at 7:00 PM.